



Application to Write Insurance Exams

Scent Free Office

- The Insurance Councils of Saskatchewan (Council) have instituted a scent-free environment for all employees and visitors. The use of scented products will not be allowed in the Council office. Scented products include but are not limited to hair spray, perfume, cologne, deodorant, etc.
- Council reserves the right to refuse an individual from writing the exam(s) if a heavy scent is detected.

Registration

- All individuals wishing to write licensing exams in Saskatchewan must register with Council at least forty-eight hours prior to the exam sitting date.
- Exam registrations must include the completed Licensing Examination Application Form and exam payment. Acceptable methods of payment include cash, debit, cheque, Visa or MasterCard.
- Individuals writing the LLQP Exams must be certified by their LLQP Course Provider prior to submitting an exam registration.
- Individuals writing exams on numerous days must submit separate exam registration forms for each exam date.
- Council corresponds with individuals via email. Ensure your writing is legible and information is accurate to avoid delays in scheduling exams.
- Registration is based on the availability of space.

No Show for Exam/Postpone/Cancellation

- Individuals who do not show up, postpone or cancel an exam sitting will forfeit the exam registration fee. Individuals will be required to submit a new exam registration with the exam fee prior to scheduling a new exam sitting date.

Arrival at the Exam Centre

- Individuals are required to arrive at the exam center fifteen minutes prior to commencement of the exam and are required to present valid identification. Photo ID is mandatory. In some cases, Council may require an individual to provide ID that identifies the individual's resident address.

Exam Room

- There is no talking once the exams begin. Individuals will be asked to leave and forfeit their exam sitting should this happen.
- Examinees must leave all purses, papers, briefcases, phones and all other personal belongings with the proctor at the front of the exam room before exams commence.
- The only items that examinees may keep with them are pencils, pens and a non-programmable calculator.

Pass Mark

- The pass mark for LLQP exams is 60%.
- The pass mark for all other exams is 75%.

Bylaw Exam

- The General Insurance Council Bylaw exam for All Classes other than Life, Adjuster Representatives and Travel are open-book.

Study Material

- Life and/or Accident & Sickness – Individuals are required to enroll in an LLQP course of study and become certified by an LLQP course provider prior to writing the provincial licensing exam.
- Restricted Travel – Individuals must purchase the CITC Travel Qualifying Course prior to scheduling an exam sitting. Individuals must provide evidence the applicant purchased the course with their exam registration form.
- Restricted Auto, All Classes other than Life, Adjuster Representatives - Individuals are asked to refer to the Council Bylaws with respect to the entry education options available to them.
- Hail Insurance Agent/Salesperson and Hail Adjusters – Individuals are asked to refer to the Council website at www.skCouncil.sk.ca to obtain information regarding the entry exam and study material that is available.



Licensing Examination Application Form

COUNCIL OFFICE IS SCENT FREE

All individuals wishing to write licensing exams in Saskatchewan must register with Council a minimum of forty-eight hours prior to the exam sitting date.

Individuals writing the LLQP Exams must be certified by their LLQP Course Provider prior to submitting an exam registration.

Individuals must purchase the CITC Travel Qualifying Course prior to scheduling an exam sitting. Individuals must provide evidence the applicant purchased the course with their exam registration form.

Individuals writing exams on numerous days must submit separate exam registration forms for each exam date.

Council corresponds with individuals via email. Ensure your writing is legible and information is accurate to avoid delays in scheduling exams.

Exam marks will be sent by email only.

Name of applicant _____
LAST NAME FIRST NAME MIDDLE NAME

Preferred Name _____ **Birth Date** _____

Home Address _____
ADDRESS CITY/TOWN POSTAL CODE

Resident Phone _____ **Business Phone** _____ **Cell** _____

Email _____

Failure to accurately disclose the following information may nullify your exam results:	Yes	No
1. Are you a permanent resident or citizen of Canada?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you a resident of Saskatchewan?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you within the past twelve months attempted any licence exam(s) in any other province? If you have answered yes, provide full details on a separate sheet of paper.	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you currently licensed or have you ever held a licence in any other province or state?	<input type="checkbox"/>	<input type="checkbox"/>

Life including Accident & Sickness	(CIPR No. _____)	
___ LLQP – Accident & Sickness Insurance.....		\$25
___ LLQP – Ethics & Professional Practice (Common Law Provinces).....		\$25
___ LLQP – Life Insurance.....		\$25
___ LLQP – Segregated Funds and Annuities.....		\$25

Accident & Sickness	(CIPR No. _____)	
___ LLQP – Accident & Sickness Insurance.....		\$25
___ LLQP – Ethics & Professional Practice (Common Law Provinces).....		\$25

All Classes other than Life	
___ General Insurance Council Bylaw (Bylaw Exam is open book).....	\$55

Restricted Auto	
___ General Insurance Council Bylaw (Bylaw Exam is open book)	\$55

Adjuster Representative (General)	
___ General Council Adjuster Qualifying <u>and</u> General Insurance Council Bylaw (Bylaw Exam is open book)	\$75
___ General Council Adjuster Qualifying	\$55
___ General Insurance Council Bylaw (Bylaw Exam is open book).....	\$55



Restricted Travel

- ___ Sask. Travel Insurance Qualifying and General Insurance Council Bylaw (Bylaw Exam is open book).....\$75
- ___ Sask. Travel Insurance Qualifying..... \$55
- ___ LLQP Accident & Sickness Insurance and General Insurance Council Bylaw (Bylaw Exam is open book)..... \$80
- ___ LLQP Accident & Sickness Insurance.....\$25
- ___ General Insurance Council Bylaw (Bylaw Exam is open book)..... \$55

Hail Insurance Agent/Salesperson

- ___ Hail Insurance Agent/Salesperson Qualification Exam \$55

Hail Adjuster/Hail Adjuster Representative

- ___ Hail Adjuster Examination\$55

IDENTIFY EXAM CENTER AND DATE YOU WISH TO WRITE

Prince Albert Insurance Limited
499 – 15th Street East, Prince Albert

Friday 9:30 a.m. _____
(EXCLUDING LLQP EXAMS)

Insurance Councils of Saskatchewan
310, 2631-28th Avenue, Regina

Friday 8:30 a.m. _____

SGI Claims Centre
623 – 2nd Avenue North, Saskatoon

Friday 8:30 a.m. _____

Freedom 55 Financial
1100, 606 Spadina Cres East, Saskatoon

Thursday 8:30 a.m. _____
(LLQP EXAMS only)

Understanding

I understand that I must present valid photo identification upon arrival at the exam centre as evidence that I am the person registered to write the exam(s). I understand that I will not be allowed to write the exam(s) without such identification. There is no exception to this requirement.

I understand the information contained in this document is intended for the purposes of writing an exam(s) in order to be eligible to apply for licence as an insurance agent or an adjuster. The information collected is subject to the Privacy Guidelines of the Insurance Councils of Saskatchewan.

SIGNATURE

DATE

Please send the completed Licensing Examination Application Form with the appropriate fee to:

Exam Coordinator
Insurance Councils of Saskatchewan
310 – 2631 – 28th Avenue
Regina SK S4S 6X3

Bus 306.347.0862
Fax 306.347.0525
cari.banda@skcouncil.sk.ca

Office Use Only	Date Confirmed
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Time Allotted by Exam Type

Life and/or Accident & Sickness

LLQP - Accident & Sickness Insurance.....	75 minutes
LLQP – Ethics & Professional Practice (Common Law Provinces)	75 minutes
LLQP – Life Insurance	75 minutes
LLQP – Segregated Funds and Annuities	75 minutes

All Classes other than Life

General Insurance Council Bylaw	1 hour
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Adjuster Representative (General)

Adjuster Qualifying <u>and</u> General Insurance Council Bylaw	2.5 hours
Adjuster Qualifying	1.5 hours
General Insurance Council Bylaw	1 hour

Restricted Travel

Saskatchewan Travel Insurance Qualifying <u>and</u> General Insurance Council Bylaw	2.5 hours
Saskatchewan Travel Insurance Qualifying	1.5 hours
LLQP - Accident & Sickness Insurance <u>and</u> General Insurance Council Bylaw	2.25 hours
LLQP - Accident & Sickness Insurance	75 minutes
General Insurance Council Bylaw	1 hour

Restricted Auto

General Insurance Council Bylaw	1 hour
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Hail Insurance Agent/Salesperson

Hail Agent/Salesperson Qualification	1 hour
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Hail Adjuster/Hail Adjuster Representative

Hail Adjuster	1.5 hours
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CREDIT CARD INFORMATION

Name on Card

**MasterCard or Visa
Card Number**

Expiration Date

Signature

Date
